

2004 CPG

COMPREHENSIVE
PROCUREMENT
GUIDELINES

VEHICULAR



Buying recycled products...

- ...conserves natural resources
- ...saves energy
- ...reduces solid waste
- ...reduces air and water pollutants
- ...reduces greenhouse gases
- ...creates new jobs

Buy-Recycled Series

VEHICULAR PRODUCTS

If you're a fleet manager, buying recycled products can take you a long way down the road toward protecting the environment and saving resources. Cost-effective, reliable, and high-quality recycled-content vehicular products,

such as re-refined oil, retread tires, recycled engine coolants, and rebuilt vehicular parts are being used with success by many government agencies nationwide.

To make it easier to buy recycled, the U.S.

Environmental Protection Agency (EPA) updates the Comprehensive Procurement Guidelines (CPG) every 2 years.

Through the CPG, EPA designates items that must contain recycled materials when purchased with appropriated federal funds by federal, state, and local agencies, or by government contractors. Several vehicular products are among these items. EPA's research shows that the items designated in the CPG are of high quality, widely available, and cost-competitive with virgin prod-

ucts. EPA also issues nonregulatory companion guidance—the Recovered Materials Advisory Notice (RMAN)—that recommends levels of recycled content for these items.

Why Buy Recycled?

Recycling is more than just dropping off your cans, bottles, and newspapers at the curb or at a local collection facility. Diverting recyclables from the waste stream is only the first of three steps in the recycling process. The second step occurs when companies use these recyclables to manufacture new products. The third step comes when you purchase products made from recovered materials. That's how we close the loop.

Buying recycled products results in many environmental benefits. It supports local recycling programs by creating markets for the collected materials that are processed and used to manufacture new products. This creates jobs and helps strengthen the economy; conserves natural resources; saves energy; and reduces solid waste, air and water pollutants, and greenhouse gases that contribute to global warming.



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What is CPG?

The Resource Conservation and Recovery Act requires procuring agencies to buy recycled-content products designated by EPA in the CPG. Issued in May 1995, the first CPG designated 19 new products (including engine coolants) and incorporated five previously designated items (including re-refined lubricating oils and retread tires) in eight product categories. The first CPG update (CPG II) was published in November 1997. A second CPG update (CPG III) was published in January 2000. Neither of these updates designated any new vehicular products. The third CPG update (CPG IV), published in April 2004, designated seven new products, including rebuilt vehicular parts.

Procuring agencies include all federal agencies, and any state or local government agencies or government contractors that use appropriated federal funds to purchase the designated items. If your agency spends more than \$10,000 per year on a product designated in the CPG, you are required to purchase it with the highest recycled-content level practicable. The CPG also applies to lease contracts covering designated items. Executive Order 13101 and the Federal Acquisition Regulation also call for an increase in the federal government's use of recycled-content and environmentally preferable products.

Once any new items are designated in a published CPG update, an agency has 1 year to develop an affirmative procurement program (or revise an existing one) to include these new items. By May 1, 1996, agencies were required to develop affirmative procurement programs to incorporate buy-recycled requirements for re-refined lubricating oils, retread tires, and engine coolants. Agencies must also revise their affirmative procurement programs to include the new items designated under CPG IV by April 30, 2005. This effort might involve reviewing specifications for those items and eliminating provisions that pose barriers to procuring them with recycled content (such as aesthetic requirements unrelated to product performance).

The CPG acknowledges that specific circumstances might arise that preclude the purchase of products made with recovered materials. Your agency may purchase designated items that do not contain recovered materials if it determines that: 1) the price of a given designated item made with recovered materials is unreasonably high, 2) there is inadequate competition (not enough sources of supply), 3) unusual and unreasonable delays would result from obtaining the item, or 4) the recycled-content item does not meet the agency's reasonable performance specifications.



How Do I Purchase Recycled-Content Vehicular Products?

EPA issues purchasing guidance in RMANs, which are designed to make it as easy as possible to buy the designated items. The RMANs recommend recycled-content levels to look for when purchasing vehicular products, as shown in the table below. Following the RMANs' recommended levels will help ensure your affirmative procurement program and standards meet the buy-recycled requirements. The RMANs also provide other purchasing guidance. Please refer to www.epa.gov/cpg/products.htm for more information on individual products.

Rather than specifying just one level of recycled content, the RMANs recommend ranges that reflect actual market conditions. The recommendations are based on market research identifying recycled-content products that are commercially available, are competitively priced, and meet buyers' quality standards.

Access EPA's online recycled-content products database by going to www.epa.gov/cpg and selecting "Supplier Database." See the last section of this fact sheet for other helpful resources.

EPA's Recommendations for Purchasing Vehicular Products

VEHICULAR PRODUCT	RECOMMENDATIONS
Re-Refined Oil	Use 25% or more re-refined oil base stock for engine lubricating oils, hydraulic fluids, and gear oils.
Retread Tires	<p>Procurement of tire retreading services for the agencies' used tire casings: EPA recommends that procuring agencies specify that tire repair and retread services must conform to Federal Specification ZZ-T-441H (or current version).</p> <p>Procurement of tires through competition between vendors of new tires and vendors of retread tires: EPA recommends that procuring agencies specify that retread tires must meet the requirements of Federal Specification ZZ-T-381, "Tires, Pneumatic, Vehicular (Highway) (New and Retreaded)."</p>
Engine Coolants	Reclaim engine coolants on site or contract for offsite reclamation services. Also request reclaimed engine coolant when having vehicles serviced at commercial service centers and buy it when making direct purchases.
Rebuilt Vehicular Parts	EPA recommends that procuring agencies whose vehicles (passenger vehicles as well as medium- and heavy-duty equipment, including trucks, cranes, off-road vehicles, and military vehicles) are serviced by a motor pool or vehicle maintenance facility establish a service contract to require the use of rebuilt vehicular parts in the agencies' vehicles or establish a program for vehicular parts rebuilding and reuse consisting of either recovering a used vehicular part and rebuilding it, replacing it with a rebuilt part, or contracting to have the part replaced with a rebuilt part. This designation applies to vehicles served by both on-site and commercial facilities.



Myths and Facts About Recycled-Content Vehicular Products

People are often reluctant to try new technologies. Recycled-content products are no exception. Out-of-date and incorrect information about the uses and benefits of recycled-content products lead people to believe that they do not work as well as virgin products. Several agencies using recovered-

content products, however, have proven that these products work well and that they are cost-effective. Some of the common myths about recycled-content vehicular products are dispelled below. At the end of this fact sheet, you can find an extensive list of additional resources for more information.

Re-Refined Oil

MYTH: Re-refined lubricating oil is inferior to new lubricating oil.

FACT: Re-refined oil is subject to the same stringent refining, compounding, and performance standards as virgin oil. Extensive laboratory testing and field studies conducted by the National Institute of Standards and Technology, the U.S. Army, the U.S. Department of Energy, the U.S. Postal Service (USPS), and EPA concluded re-refined oil is equivalent to virgin oil, passes all prescribed tests, and can even outperform virgin oil. The American Petroleum Institute (API) has licensed qualified re-refined oil products, which display the API starburst and/or donut symbol.



MYTH: Using re-refined oil voids manufacturers' warranties.

FACT: All three major U.S. automobile manufacturers (i.e., Ford, General Motors, and Chrysler) now recognize that re-refined oil meets the performance criteria specified in their warranties. Each has issued a written statement explaining that the use of re-refined oil will not void warranties. Warranty requirements are based on performance criteria and not on the origin of the base oil. As long as the purchased oil meets the warranty requirements, the warranty must be honored.

Retread Tires

MYTH: Retreads are less safe than new tires.

FACT: Statistics compiled by the U.S. Department of Transportation show that nearly all tires involved in any tire-related accidents were underinflated or bald. Properly maintained tires, both new and retreaded, do not cause accidents. Retread tires have been safely used on school buses, trucks, cars, fire engines, and other emergency vehicles for years.



MYTH: Retreads have a higher failure rate than new tires.

FACT: Rubber on the road comes from both new tires and retread tires, primarily from truck tires that are overloaded, underinflated, or otherwise abused. New or retread tire failures can be greatly reduced by following all the rules of good maintenance, including proper mating with regard to diameter and tread depth and design, and maintaining proper air pressure.

Recycled Engine Coolants

MYTH: Recycled engine coolant is inferior to new engine coolant.

FACT: Testing shows recycled coolant meets nationally recognized performance specifications for new coolant, such as those established by ASTM and the Society of Automotive Engineers. The recycling process reduces the chlorides that come from hard



water so that recycled antifreeze might actually be purer than virgin coolant.



MYTH: Recycled coolant costs more than new coolant.

FACT: Recycled coolant might cost less than new coolant if you select the right recycling process for your shop. You must consider the cost of new coolant and your current disposal costs and compare these to the cost of onsite or offsite recycling.



MYTH: Spent coolants are hazardous waste and those handling them must follow hazardous waste regulations.

FACT: Spent coolants are not listed by EPA as a hazardous waste. Some older test data indicated used

coolant sometimes had levels of lead requiring it to be managed as a hazardous waste. Most new vehicle radiators are made with aluminum cores and plastic tanks, so there is less opportunity for lead contamination of coolant today than in the past. Still, some states consider coolant to be hazardous. Contact your state environmental agency for further information.



MYTH: Recycled coolant will void manufacturers' warranties.

FACT: Coolant recyclers have worked with automotive and truck engine original equipment manufacturers (OEMs) to get their approval on coolant recycling processes. Check with your recycler for a list of OEM approvals.

Coolant Recycling Processes

The RMAN recommends that procuring agencies establish a program for engine coolant reclamation and reuse either on site or through a service contract. There are three general types of coolant recycling processes: filtration, distillation, and ion exchange. Since variations exist among the various processes, check with the system manufacturer for specifics regarding coolant produced by the system.

Filtration is the most common type of coolant recycling process. It has the lowest initial investment but has high operating costs. Coolants often contain dissolved solids and fil-

tration systems often require pre- and post-filter treatment as well.

Distillation evaporates and recondenses the coolant. This is a slow process with a high initial investment, but it requires less operator time and lower operating costs. Solids and other chemicals are left behind as a residue that must be managed according to applicable laws.

Ion exchange removes solids and other chemicals from the coolant as it passes through a resin bed. Periodically, this bed must be regenerated to remove the buildup. Equipment costs are higher than most other systems. Operating costs are comparable to filtration systems.



How Can I Get More Information?



Information Available From EPA

This fact sheet and the following publications on buying recycled-content products can be accessed on the Internet.

- **EPA Expands Comprehensive Procurement Guideline (CPG).** This fact sheet provides general information about the CPG and the development of affirmative procurement programs. See www.epa.gov/cpg/pdf/cpg-fs.pdf.
- **Federal Register (FR) notices promulgating CPG I** (60 FR 21370/EPA530-Z-95-006) and **RMAN I** (60 FR 21386/EPA530-Z-95-007), May 1, 1995. FR notices promulgating **CPG II** (62 FR 60961/EPA530-Z-97-009) and **RMAN II** (62 FR 60975/EPA530-Z-97-010), November 13, 1997. FR notices promulgating **CPG III** (65 FR 3070) and **RMAN III** (65 FR 3082), January 19, 2000. FR notices promulgating **CPG IV** (69 FR 24028), and **RMAN IV** (69 FR 24039), April 30, 2004. See www.epg.gov/cpg/backgrnd.htm.



Other Sources of Information—General

- **Buy Recycled Business Alliance.** The Alliance includes over 3,200 companies and organizations committed to increasing their use of recycled-content products and materials in their day-to-day operations. The Alliance offers educational materials, a quarterly newsletter, and product-specific guides. Public purchasing entities can join free of charge. For more information, contact the National Recycling Coalition, 1325 G Street NW Suite 1025, Washington, DC 20005-3104. Phone: 202 347-0450. Fax: 202 347-0449. Web site: www.nrc-recycle.org/brba/index.htm. E-mail: brbainfo@nrc-recycle.org.
- **DLA Environmental Products Catalogue.** This document is an important source of supply information for environmental products from the Defense Logistics Agency (DLA). It includes items from all DLA inventory control points containing recycled material or having other environmental benefits. For more information, call 800 345-6333. Military customers can call DSN 695-5311 or fax DSN 695-5695. For information on the CD-ROM version of the catalogue, contact the DSCR's Marketing Office by email at sperez@dscr.dla.mil. Web site: www.dscr.dla.mil.
- **U.S. General Services Administration (GSA).** GSA publishes various supply catalogs, guides, and schedules for recycled-content products available through the Federal Supply Service. For copies of the following documents and other information, contact GSA, Centralized Mailing List Service (7CAFL), 4900 Hemphill Street, P.O. Box 6477, Fort Worth, TX 76115-9939. Phone: 817 334-5215. Fax: 817 334-5527. You can also access GSA Advantage!, GSA's Internet-based online ordering system, to order any GSA product at www.gsaadvantage.gov/advgsa/main_pages/start_page.jsp.



- **Environmental Products Guide.** This guide is designed to help procurement officials identify environmentally preferable products and services. It contains nearly 3,000 items, including many recycled-content products. An electronic version can be viewed at <www.gsa.gov/attachments/GSA_PUBLICATIONS/pub/epsg2002_3_1.pdf>.
- **Tires, Pneumatic for Passenger, Light Truck, Medium Truck/Bus, and Retread Services, Federal Supply Schedule, Group 26, Part 1.** Lists a variety of retread tires available for purchase.
- **Official Recycled Products Guide.** This document is a comprehensive directory of recycled-content products and contains more than 5,000 listings of manufacturers and distributors, including those of re-refined oil, retread tires, and engine coolants. Contact: Recycling Data Management Corporation, P.O. Box 577, Ogdensburg, NY 13669. Phone: 800 267-0707. Fax: 877 471-3258.
- **Office of the Federal Environmental Executive (OFEE).** OFEE offers a number of resources, listed below, to help government agencies learn about CPG-designated products. Contact: Phone: 202 564-1297. Fax: 202 564-1393. Web site: <www.ofee.gov>. Email: task_force@ofee.gov.
- **Closing the Circle News.** This newsletter reports on the government's progress toward an environmentally conscious and friendly approach to recycling, acquisitions, and procurement.
- **Greening the Government: A Guide to Implementing Executive Order 13101.** This guide provides detailed information on the requirements of Executive Order 13101, and the benefits to those achieving compliance. Updated in February 2001, it is available from OFEE. Phone: 202 564-1297. Fax: 202 564-1393. Web site: <www.ofee.gov>. Email: task_force@ofee.gov. An electronic version of the document can be viewed in PDF format at <www.eren.doe.gov/temp/resources/pdfs/greengov.pdf>.

Other Sources—Re-Refined Oil

- **Re-refined and Commercial Motor Oils.** This brochure, developed by the DLA General Supply Center, provides ordering information for a variety of re-refined oil products, including a new product line that meets military specifications. For a copy of the brochure or additional information on re-refined oil, contact the Defense Supply Center in Richmond. Phone: 804 279- 4908.
- Copies of GSA's guidance on the use of re-refined oil in Interagency Fleet Management Systems Vehicles can be obtained from Brian J. Smith, Chief of Fleet Management Services, GSA. Phone: 212 264-3930. Email: brian.smith@gsa.gov.

Other Sources—Retread Tires

- **Tire Retread Information Bureau (TRIB).** This organization dedicated to retreading and tire repairing has a **Retread Tire Buyers Guide** that lists contact information for all TRIB member retreaders and tire dealers in North America and includes the type of retreading available from each listing. For additional information about tire retreading and tire repairing, including videos such as The Use of Retreaded Tires on Government Vehicles, contact TRIB at 900 Weldon Grove, Pacific Grove, CA 93950. Phone: 831 372-1917; toll free in the United States and Canada: 888 473-8732. Fax: 831 372-9210. Access the Retread Tire Buyers Guide online at <www.retread.org/Guide>. E-mail: info@retread.org
- **Tire Industry Association.** This international association, formed by the merger of the International Tire and Rubber Association (ITRA) and the Tire Association of North America (TANA), represents all aspects of the tire industry. For more information, contact Marvin Bozarth, Senior Technical Consultant, P.O. Box 37203, Louisville, KY 40233-7203. Phone: 502 968-8900. Toll Free: 800 426-8835. Fax: 502 964-7859. Email: mbozarth@tireindustry.org. Web site: <www.tireindustry.org>.



Other Sources—Recovered Engine Coolants

- The Society of Automotive Engineers' (SAE) paper number 921634, An Evaluation of Engine Coolant Recycling Technologies, offers information about recovered engine coolants. The paper is available for \$10 by calling SAE's toll free number in the United States and Canada at 877 606-7323. Web site: <www.sae.org>.

Other Sources—Rebuilt Vehicular Parts

- The Automotive Parts Rebuilders Association (APRA) includes more than 1,800 member companies that rebuild automotive related parts such as starters, alternators, clutches, transmissions, brakes, drive shafts, and other parts for passenger cars, trucks, off-road, equipment, and industrial uses. For more information, visit <www.apra.org>, call 703 968-2878, or Email mail@apra.org.



Internet Sites—Product Information

- Recycling Data Network Information Services: <www.recyclingdata.com/contents.htm>. This commercial Web site provides access, on a subscription basis, to a recycled-content products database of over 4,500 listings in 700 product classifications. It also provides a reference library and a newsletter. Managed by the publisher of the Official Recycled Products Guide, the product database is considered to be the largest of its kind.

